



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

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DDS TRANSMITTAL#21-09

TO: All Developmental Disabilities Administration (DDA) Providers

FROM: Hakima Muhammad, Operations Program Manager *HM*

DATE: December 22, 2021

RE: Requirement to enter Employment and Children/Marital Information Status into MCIS for People Supported by DDA

The Department on Disability Services (DDS), Developmental Disabilities Administration (DDA), releases this guidance on the requirement for DDA providers to update DDS MCIS database with employment information and children/marital data for supported persons. This information is needed by **Friday, December 31, 2021** to calculate the contributions to costs of care. Provider compliance is required in alignment with the Contributions to Costs of DDA Residential Supports Policy which becomes effective January 1, 2022.

Please use the following link to log into [MCIS provider portal](#) to update supported persons' employment and children/marital information. Listed below are screen shots to aid with data input.

Children/Marital Data Input

Step 1: Enter Person's name in MCIS

Step 2: Click on "Person" tab →

Step 3: Click on left panel →

Step 4: Answer the questions listed below and click the "Save" icon

Step 5: if “Yes” has been selected in **Step 4**, the following data fields will generate for your completion

DDSTool Person Child and Marital Status

Cancel
Save

Applicant Data Card

Children Information

Children: Yes No

<p>Same Household:</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	<p>Gender:</p> <p><input type="radio"/> Male <input type="radio"/> Female</p>	<p>Date of Birth:</p> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>
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Marital Information

Marital Status/ Domestic Partner: Yes No

Employment Data Input

Step 1: Enter Person’s name in MCIS

Step 2: Click on “**Person**” tab → Profile Person Provider

Step 3: Click on left panel → Employment History
New

Step 4: Answer the questions listed below and click the “**Save**” icon

Save
Cancel

<p>*Employer Name: <input style="width: 100%;" type="text"/></p> <p>Address1: <input style="width: 100%;" type="text"/></p> <p>City: <input style="width: 100%;" type="text"/></p> <p>Zip: <input style="width: 100%;" type="text"/></p> <p>*Contact person at place of Employment: <input style="width: 100%;" type="text"/></p> <p>*Start Date of Employment: <input style="width: 100%;" type="text"/></p> <p>*Employment Type: <input type="text" value="Please select one option"/></p> <p>*Hourly Rate: <input style="width: 100%;" type="text"/></p> <p>*Gross Income(Annual Salary): <input style="width: 100%;" type="text"/></p> <p>*Does person have health insurance from employer?: <input type="text" value="Please select one option"/></p>	<p>*Job Title: <input style="width: 100%;" type="text"/></p> <p>Address2: <input style="width: 100%;" type="text"/></p> <p>State: <input style="width: 100%;" type="text"/></p> <p>*Contact person Telephone number: <input style="width: 100%;" type="text"/></p> <p>End Date of Employment: <input style="width: 100%;" type="text"/></p> <p>Number of Hours per Week: <input style="width: 100%;" type="text"/></p> <p>*Monthly Net Income: <input style="width: 100%;" type="text"/></p> <p>Hours Supported per Week: <input style="width: 100%;" type="text"/></p> <p>*Is job coaching support afforded?: <input type="text" value="Please select one option"/></p>
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*Is there additional employment income from another source?: Yes No

Attach most recent paystub: No file chosen

Monthly Net Income:
Updated On:
Updated By: